

Operations

DEWG FLIGHT MANAGEMENT

This supplement prescribes the responsibilities of all Delaware Wing (DEWG) personnel as applicable to the control and management of Civil Air Patrol (CAP) flying programs, aircraft, and aircrews. Federal Aviation Administration (FAA) requirements are minimum standards; however, in some instances CAP has established higher standards than FAA minimums. The objective of this regulation is to encourage safety, promote effective and efficient management, establish standardization, and provide effective supervision for CAP flying activities. The practices, procedures, and standards prescribed in this regulation are mandatory. Suggestions for modification and improvement of the DEWG flight management program should be forwarded through the chain of command to Wing Headquarters, Director of Operations (DO). Except as noted below, all provisions of CAPR 60-1 apply. This supplement is published IAW CAPR 60-1 paragraph 1-3b.

Chapter 2 GENERAL OPERATING RULES

2-1. General.

g. (added) or UNLESS ALL the following conditions are met:

- 1) The PIC has complied with the requirements of 14 CFR 91.103 (pre-flight actions), and is aware of any restrictions to the proposed flight under 14 CFR 91.137 - 91.145 (temporary and emergency flight restrictions).
- 2) Reliable air-to-ground communications with TMC or other state agency, or base air operations are consistently available. Loss of communications will mandate landing as soon as practicable and establishing communications by telephone.
- 3) Position and operations normal reporting criteria are defined and are being used.
- 4) Flights are directly to and from airports located solely within the state of Delaware, with no intermediate stopping points outside the state of Delaware, and with flight paths remaining solely within the borders of the state of Delaware

p. (added) IAW CAPR 173-3, Attachment 1, note 2: "Use of member-furnished single-engine aircraft shall be approved in advance by the Wing/Region Commander or Director of Operations." Use of member-owned aircraft will consider, at a minimum: corporate aircraft utilization rates, and communications and emergency/survival equipment available.

q. (added) Aircraft maintenance logbooks (airframe, powerplant, propeller, etc.) will not routinely be kept in corporate aircraft. Current logbooks may only be taken in aircraft going out of state, or when en route to an FAA-approved repair facility for inspection or maintenance. Historical records may be taken if specifically requested or required, but must be approved in advance by the wing Aircraft Maintenance Officer. Logbooks must be stored in a secure location known to the wing Aircraft Maintenance Officer, Director of Operations, and Commander.

2-2. Authorized airfields.

d. (added) Any usable runway described in an airport listed in the Airport/Facility Directory may be used. It is the pilot in command's (PIC's) responsibility to determine the condition and suitability of the runway(s) to be used, particularly other than hard-surfaced runways.

2-5. Geographical Limits for Flights of CAP Aircraft.

b. (added) Flights that remain within an area bounded by the arcs of a 50-nautical-mile radius of New Castle County Airport (ILG) and Sussex County Airport (GED) during the entire flight do not require prior Wing Commander approval. Flights within this area, but more than 3 nautical miles offshore of the Atlantic coast, do require Wing Commander approval. If the Wing Commander is unavailable, authority to approve flights outside Delaware Wing is delegated to the Director of Operations.

2-6. Authorized Passengers.

n. (added) CAPF 9, *Release (for non-CAP members)*, must be executed in duplicate by each passenger. One copy must be left at the point of departure in a place where it can easily be located in the event of an incident. The other copy must be kept in the Aircraft Information File, and collected by the Director of Operations or his/her designee at the end of each month.

2-8. Pilot Records.

(added) All pilot records for Delaware Wing pilots shall be maintained at Delaware Wing headquarters. No subordinate units shall maintain pilot records.

l. (added) Copy of most current CAPF 101, *Civil Air Patrol Specialty Qualification Card*, and CAPF 101CN, *Civil Air Patrol Counter Narcotics Program Authorization Card*, if applicable.

2-11. Suspension or Revocation of CAP Flying Privileges.

b. (added) A copy of the commander's action and, if applicable, the region commander's final action, will be retained in the pilot's record. If a member transfers, copies of all applicable documentation will be forwarded to the receiving unit commander, Wing Commander, and Wing Director of Operations.

2-14. Corporate Aircraft Information File. (added) All Delaware Wing corporate aircraft will contain a standardized Aircraft Information File IAW Attachment 1 of this Supplement. Airworthiness Logs will use the form found in Attachment 2 of this Supplement. The Aircraft Maintenance Officer is responsible for keeping the information in the File current, with the exception of pilot-maintained information such as VOR checks. Flight logs for all aircraft will use DEWG Form F-08. The original F-08s will be removed at the end of each month, and forwarded to the DO by the 5th day of the following month. A local copy may be retained. A copy of the discrepancy log will be forwarded to the DO with the flight logs. The original discrepancy log will be retained in the AIF.

2-21. (Added) Director of Operations (DO) Responsibilities. The following procedures are the responsibility of the wing DO or his/her designee:

- a. Maintain Pilot Records IAW CAPR 60-1 and this Supplement.
- b. Create and maintain a roster of current CAP pilots and their qualifications. Update this document at least monthly, and distribute to all pilots, designated Flight Release Officers (FROs), unit commanders, current incident commanders, wing command staff, and appropriate CAP-USAF personnel. **This document will be the sole reference for FROs when determining eligibility for flight release.**
- c. Ensure compliance with CAPR 60-1, paragraphs 4-9.a.(3) and 4-9.a.(5) by publishing a current roster of FROs and providing it to the CAP-USAF State Director (SD) quarterly.
- d. Ensure that pilots and FROs are designated in writing IAW CAPR 60-1, paragraphs 3-2 and 4-9.a.(1)
- f. Ensure compliance with CAPR 60-1, paragraph 2-7, *Operations Monthly Activity Report*.
- g. Ensure compliance with CAPR 60-1, paragraph 4-6.c, so that the SD receives timely copies of the Form 99s.

Chapter 3 PILOT QUALIFICATIONS AND REQUIREMENTS

3-2. Pilot Qualifications.**f. Cadet Orientation Pilot.**

4) (added) Cadet Orientation Pilots shall demonstrate, in flight, any cadet orientation flight syllabus tasks as required by the check pilot on each CAPF 5 checkride (initial or recurrent).

h. Mission Check Pilot.

2) (added) A maximum of 10 counterdrug sorties may be counted towards the 25 mission sorties required.

3-4. Pilot-in-Command Requirements.**e. (Added) Pilot-in-Command (PIC) Responsibilities.**

1) Provide updated copies of pilot and CAP qualifications, as required by CAPR 60-1, paragraph 2-9, to the person responsible for maintaining pilot records. These documents are used to determine pilot currency.

3-5. CAP Form 5 Flight Checks.

(added) All DE WG Form 5 check rides must include a takeoff and landing at an airport with an operating control tower. DE WG pilots must demonstrate both the ability to communicate with ATC and their

understanding of runway and taxiway signs and markings, and the taxi procedures recommended in the Aeronautical Information Manual, 4-3-18 and FAA Advisory Circular 91-73A, *Part 91 and Part 135 Single-Pilot Procedures During Taxi Operations*.

- d. (added) All DEWG check pilots will accomplish their annual flight checks with the wing Director of Operations or wing Stan/Eval Officer. At least every other annual check pilot flight check will be with the wing Stan/Eval Officer).

3-7. Standardization and Evaluation Program.

b. CAP Region/Wing.

- 5) (added) The wing Stan/Eval Officer is responsible for organizing at least one National Check Pilot Standardization Course every 4 years within the wing.

3-9. Requirements for CAP Mission Check Pilots and CAP Mission Pilots.

- d. (added) All DEWG Mission Pilot Form 91 checkrides must include an electronic search using the Becker DF equipment, and a visual search using the Apollo GX-55 SAR functions. Pilots will prepare the following documents for all Form 91 checkrides, which will be reviewed and corrected to 100% accuracy as necessary by the check pilot:

- 1. CAPF71
- 2. Weight and balance calculation
- 3. CAPF104, which will include,
 - a. (prior to the flight), areas to be searched using visual search method and electronic search method to be used, and
 - b. (after to the flight): mission debriefing information, and POD calculation (NOTE: The check pilot will function as the release officer for purposes of completing the CAPF104 for the check ride)
- 4. CAPF108 for the Form 91 checkride.

All 4 documents will need to be attached to the Form 91 in order for the checkride to be approved and the pilot's records updated

Chapter 4 FLIGHT RELEASE OF CAP AIRCRAFT

4-6. Flight Release Officer Responsibilities and Procedures.

- d. (added) The FRO will record flight releases for each corporate aircraft on separate CAPF 99s (i.e., all flight releases for a particular corporate aircraft will be on the same CAPF 99, and no releases for any other aircraft will appear on those CAPF 99s). Releases for member-owned aircraft will be recorded together on one CAPF 99.

- e. (added) The FRO will keep a separate log for each aircraft of all discrepancies reported during a month, and submit the log with the CAPF 99s to the wing DO or his/her designee, as required by paragraph 4-6c.

//original signed//
WAYNE LORGUS, Major, CAP
Director of Operations

//original signed//
RUSSELL M. OPLAND, Colonel, CAP
Commander

AIRCRAFT INFORMATION FILE TABLE OF CONTENTS

- 1 Airworthiness Log
- 2 Weight and Balance
 - . • Copy of current W&B for aircraft
 - . • Worksheet specific to aircraft
- 3 Mission Symbols and Flight Release Checklist
- 4 Aircraft Flight Logs
- 5 Fuel Receipts
- 6 Discrepancy Reports and Resolutions
- 7 Current CAPR 60-1, *CAP Flight Management*, and Supplement(s)
- 8 Current CAPR 62-2, *Mishap Reporting and Investigation*, and DEWG Procedures
- 9 Current CAPP 52-7, *Cadet Orientation Flight Syllabus*
- 10 Air-to-Ground / Ground-to-Air Signals
- 11 Radio Channel Index
 - . • CAP VHF FM
 - . • State 800-MHz
 - . • Aviation-band common frequencies
 - . • Local and Region CAP call signs
 - . • Local FAA frequencies
- 12 Equipment List - Serial Numbers
 - . • Copy of CAPF 37A, *Shipping and Receiving Document for Aircraft*
 - . • Other equipment serial numbers
- 13 Equipment Quick Reference Cards
 - . • GPS summary including SAR usage
 - . • Intercom panel / VHF radio setup and use
 - . • 800-MHz radio setup and use
 - . • Image transmission setup and use
 - . • DF instructions
 - . • ESM device instructions
 - . • Other special equipment, e.g., StrikeFinder, autopilot
- 14 Airfield Diagrams
- 15 Military Airfield Landing Permits
- 16 CAP Forms
 - . • 7, *Cadet Orientation Flight Consolidation Report*
 - . • 9, *Release (For Non CAP Members)*
 - . • 26, *Safety Improvement or Hazard Report*
 - . • 71, *Aircraft Inspection Checklist*
 - . • 78, *Mishap Report Form*
 - . • 104, *Mission Flight Plan/Briefing Form*

Airworthiness Log

Aircraft Tail Number: N_____ Call Sign: CAP Flight 72_

This aircraft will not be operated unless necessary maintenance checks have been accomplished as listed below.

Item	Required Interval	Date/Tach Completed	Date/Tach Due
Pitot-Static System	24 months		
Altimeter	24 months		
Transponder	24 months		
ELT Battery	Expiration	n/a	
Annual Inspection	12 months		
100-Hour Inspection	100 hours (Tach)		
50-Hour Oil Change	50 hours (Tach)		
CO Detector	Expiration (12 months maximum)	n/a	
GPS Data Card	12 months		
Life Vest / Raft Components	Expiration	n/a	
Corrosion Control	24 months		
Wash / Wax	6 months		
Fire Extinguisher	Expiration	n/a	

Year: 200_ VOR Operational Checks (FAR 91.171)

Date	VOR 1 Error	VOR 2 Error	Location	Name	Signature
Jan					
Feb					
Mar					
Apr					
May					
Jun					
Jul					
Aug					
Sep					
Oct					
Nov					
Dec					